****** HOSTESS RESUME

**Name : Geraidine**

**Nationality : Ugandan**

**Sex : Female**

**BIRTH DATE : 22.JULY.1990**

**Marital Status : Single**

**Visa Status : Visit visa:**

**Location : Dubai**

**C/o-Mobile : +971503718643**

**E-ma****il :** [**geraidine.341048@2freemail.com**](mailto:geraidine.341048@2freemail.com)

**Applying for: HOSTESS,**

**OBJECTIVE:** To obtain a challenging position in foods and beverages so as to devote all my abilities, efforts and time towards contributing to the success and reputation of your organization and growth with a mission of absolute customer satisfaction is our highest priority.

**SKILLS:**

* Ability to work for longer hours
* Quick learner and can adapt quickly to all kinds of working environments.
* Ability to work calmly and effective under pressure
* Meet project deliverables and deadlines
* Good and reasonable knowledge about telecommunications
* Capable of working in shifts .
* Having a friendly & professional manner.
* Able to commit at short notice to overtime during busy periods.
* A proactive and passionate attitude towards foods and beverages.
* Have the ability to listen to the customers’ needs and them in a calm and tactful manner.
* Immaculate presentation, always well smartly dressed.

Excellent customer service skills Ability to work proactively within a team and on my own initiative.

**WORK EXPERIENCE:**

**BUSY FORKS FAST FOODS:2014 - to Nov 2016 Designation: HOSTESS**

**Responsibilities:**

* Check reservation book for the next meal period.
* Distribute reservations to all servers about the next bookings for parties, birthdays and diner
* To have full area information its people culture and what’s going on.
* Engaging in arranging tables setup for that day
* Cleaning tables and sanitize.
* Welcoming guests with smile and give them seats in our store.
* Serving them appetizers while waiting for their ordered food.
* presenting menu and information about the daily specials
* Receiving calls and answering questions politely and accurately.
* To write all information about the customers reservations when, how many will party, how do they want to dine and the type of food they will eat.
* Make the guests feel at home while having their meals
* Remind the waiters to pick payments.
* Providing information about food and beverages preparation the ingredients ,how items are served with what and the prices
* Serving guests food and drinks of their choice.
* Thank customers for visiting our store and remind them to always come back.
* Check reservation book for the next meal period.
* Making coffee and serving guests.
* Distribute reservations to all servers about the next bookings for parties, birthdays and diner.

To have full area information its people culture and what’s going on.

Engaging in arranging tables setup for that day

**KAMPALA PROTEA HOTEL**

**Designation      : HOSTESS, Jan 2012to Jan 2014**

**Responsibilities:**

* Collect payments from customers
* Receiving calls and answering questions from guests
* Remind the waiters to pick payments
* Call upon the waiters and waitress and come and have their orders.
* Providing information about food recipes in our store
* Bid warfare to the guests.
* Write patrons food orders
* Prepare checks that itemize and total meal costs
* Serve food to patron
* Present menus to patrons and answer questions about menu items.
* Clean tables after patrons have finished dining
* Prepare hot, cold and mixed drinks for patrons
* Inform customers of the daily specials
* Stock service areas with supplies such as coffee, food, tableware
* Prepare tables for meals
* Remove dishes and glass from tables and take them to the kitchen for cleaning
* Escort customers to their tables
* Fill salt, pepper, sugar, cream, and napkin containers

Provide guests with information about local areas including giving directions.

**EDUCATION BACK GROUND:**

**-INSTITUTIONAL CATTERING AND HOTEL MANGEMENT –KYAMBOGO UNIVERSITY –UGANDA.**

**-UACE CERTIFICATE - ST.PIUS HIGH SCH,** -Uganda